

<https://govhelp.in/job/whitehat-jr-recruitment-2023-jobs-near-me-front-desk-manager-post/>

## Whitehat Jr. Careers 2023 – Jobs Near Me – Front Desk Manager Post

### Job Location

India  
Remote work from: India

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### Base Salary

USD. 12,300 - USD. 17,300

### Qualifications

Graduate, 12th Passed

### Employment Type

Full-time

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### Description

## Whitehat Jr. Recruitment 2023

We are looking for a friendly, organized, and detail-oriented Front Desk Manager to join our team at Whitehat Jr. As a Front Desk Manager, you will be the first point of contact for our company and will be responsible for creating a welcoming and efficient environment for all visitors, clients, and employees.

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Whitehat Jr. Jobs Work From Home

### Responsibilities:

1. Greet and welcome visitors and clients with a positive attitude and professional demeanor.
2. Manage and coordinate all incoming and outgoing calls, emails, and correspondence, ensuring prompt and accurate responses.
3. Assist in managing the daily operations of the office, including managing schedules, coordinating meetings, and maintaining office supplies.

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Whitehat Jr. Jobs Near Me

### Hiring organization

Whitehat Jr.

### Date posted

May 10, 2023

### Valid through

31.12.2023

APPLY NOW

**Qualifications:**

1. Excellent communication and interpersonal skills.
2. Strong organizational and multitasking abilities.
3. Proficiency in Microsoft Office, Google Suite, and other office management software.

**Important Links****Find the Link in [Apply Now](#) Button**

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